

ROLL NUMBER: P25702039

Ms. Anoushka Das

Female

DOB

10-Oct-1999

TECHNICAL SKILLS

- MS Office
- MS Project
- Primavera
- Adobe InDesign
- Adobe Illustrator
- ArcGIS
- QGIS
- CorelDraw
- Photoshop basics
- AutoCAD

PERMANENT ADDRESS

C-F3, Milroc Ribandar Retreat, Alto Ribandar, Tiswadi, North Goa
 City: North Goa
 State: Goa
 Pincode: 403006

LANGUAGE

- English
- Hindi
- Bengali

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-REUIM	NICMAR University, Pune	8.18	2027
B.Plan <i>Bachelor of Planning</i>	NIRMA UNIVERSITY	73.9	2022-Aug
Intermediate <i>Science (PCM)</i>	CENTRAL BOARD OF SECONDARY EDUCATION (CBSE), AHMEDABAD, GUJARAT	62.5	2018-Jun
High School	INDIAN CERTIFICATE OF SECONDARY EDUCATION EXAMINATION (ICSE), AHMEDABAD, GUJARAT	92.5	2016-Jun

TOTAL WORK EXPERIENCE: 23 month(s)
The Society for Development Alternatives Group

16-Aug-2022 - 14-Aug-2023

0 Years, 11 Months, 29 Days
PROFILE: Fellow - Resource Efficiency and Circular Economy

- **Project Coordination & Delivery:** Aided in managing end-to-end project timelines for state-level infrastructure roadmaps in Odisha and Maharashtra. Served as part of the liaison between government bodies (State Depts.), international partners (UNEP), and technical teams to ensure seamless project delivery.
- **Sustainability & Green Building Advisory:** Developed strategic frameworks for the adoption of sustainable building materials and resource-efficient construction practices. Advised stakeholders on green building standards relevant to modern corporate fit-outs and infrastructure projects.
- **Client & Stakeholder Management:** Led multi-stakeholder consultations to align diverse requirements from government officials, industry experts, and development agencies. Translated complex technical data into actionable project goals for client presentations.
- **Requirement Analysis & Capacity Building:** Designed and delivered tailored workshops on sustainability and circular economy for young professionals. Analysed user requirements to create customised training modules, demonstrating a strong grasp of client-centric solution design.
- **Research & Strategic Planning:** Conducted comprehensive baseline assessments of the construction sector to identify gaps and opportunities. Synthesised market trends and regulatory policies to support strategic decision-making for large-scale housing initiatives.

The Society for Development Alternatives Group

16-Aug-2023 - 31-Jul-2024

0 Years, 11 Months, 15 Days
PROFILE: Deputy Manager - Resource Efficiency and Circular Economy

- **Project Appraisal & Proposal Writing:** Co-authored grant proposals for Phase II funding of the affordable housing project. These documents secured partial buy-in from UNEP, SED Fund and state government stakeholders.
- **Regulatory Compliance & Standards:** Worked on the 'Rural Habitat Planning' draft for the Bureau of Indian Standards (BIS). Analysed spatial planning norms and housing infrastructure standards to ensure the document met regulatory requirements.
- **Project Feasibility & Site Analysis:** Conducted on-site surveys and baseline assessments for construction pilot projects. Wrote feasibility reports and policy briefs that supported the approval of Phase II project funding.
- **Stakeholder Management:** Led consultations with state government bodies and industry partners to draft the Odisha state-level roadmap. Coordinated between public and private stakeholders to align project goals and timelines.
- **Strategic Research & Data Analysis:** Managed field data collection and analysis for circular economy projects. Compiled technical data on construction materials to support strategic planning and project execution.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 19 Weeks)
The Society for Development Alternatives Group

01-Jun-2021 - 10-Aug-2021

10 Weeks
PROFILE: Summer Intern - Circular Economy and Resource Efficiency

- Desk research and Literature study for the Sustainable Building and Construction (SBC) toolkit, the Framework for Defining Local Green Enterprises (LGEs), and the Assam Green Brick Production Industry.
- Aided in structuring the Assessment Framework for the SBC toolkit. Database management for the SBC toolkit and the Framework for Defining Local Green Enterprises (LGEs).
- Supported in the preparation for the organisation's presentation at the SBC MAC Storm and the MoU signing for Centre of Excellence.

Modulus Housing (Debrique Creative Labs Pvt. Ltd.)

04-May-2026 - 11-Jul-2026

9 Weeks
PROFILE: Summer Intern

1. **Contract Management & Legal Compliance:** Systematically reviewed and refined Work Order Terms & Conditions, eliminating legal risks and restructuring payment terms. Developed Standard Operating Procedures (SOPs) for Work Order drafting, approval, and control. Created a comprehensive Contract Audit Framework with audit templates, KPIs, and a negotiation playbook.
2. **Process Automation:** Designed and implemented automated indent request systems for Work Orders, Purchase Orders, RFIs, and NCRs using Google Forms, Sheets, and Apps Script. These systems feature auto-ID generation and automated email notifications for seamless inter-departmental approval workflows.
3. **ERP Implementation & Workflow Mapping:** Mapped the entire project lifecycle workflow for an upcoming ERP implementation. Evaluated 15+ construction ERP platforms (including Procore, SAP, Odoo) against 48+ specific business parameters to provide strategic recommendations for technology selection.
4. **Project Planning & Scheduling:** Developed a comprehensive 100+ activity Gantt chart for the Telangana project, detailing dependencies and critical paths. Set up standardized project tracking sheets, compliance checklists (MoSCoW prioritization), and Daily Progress Report (DPR) templates for the Nagpur Toilet Pods project.
5. **Vendor Management & Sourcing:** Created a centralized database of over 100 prefabricated cabin manufacturers across India, categorized as Tier 1 (Strategic Partners) and Tier 2 (Secondary Suppliers) to optimize sourcing and vendor onboarding.
6. **Industry Certification Research:** Conducted extensive research on ISO 9001:2015 and PAC certification processes, providing the organization with a clear roadmap, cost analyses, and identification of MSME/subsidy opportunities.

CERTIFICATION DETAIL

- Urban Policy and City Planning Cohort 2
- Data, Monitoring and Evaluation " Cohort 2.0
- An Introduction to Climate Finance
- Urban Land Economics and Real Estate Market Dynamics
- Introduction to Financial Accounting